

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Dept. Of Agriculture		9. Position No. K0216075		10. Budget Program Number 7210	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Program Manager (unclassified)	
3. Division Plant Protection and Weed Control Program				12. Proposed Class Title	
4. Section		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee			15. By	Approved	
7 (Circle appropriate time) <input type="checkbox"/> Full time <input type="checkbox"/> Permanent <input type="checkbox"/> Inter. <input type="checkbox"/> Part time <input type="checkbox"/> Temporary 100%			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Katherine Howard	Environmental & Laboratory Issues Director	K0048932

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same as above		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This is a professional technical, administrative, and consultative position in which the incumbent is expected to perform the position requirements and make decisions as defined in statute and policy without direct daily supervision. Decisions require analytical consideration and involve a wide range of unrelated issues and processes. Substantial and broad latitude is expected in the planning, coordination, and completion of duties. Supervision of professional, technical, and clerical staff is exercised. Priorities are established in cooperation with the Secretary or Special Assistant to the Secretary. Considerable independence for directing program operations and formulating section policy is provided. Section activities are reviewed with the Secretary or Special Assistant to the Secretary through conferences and reports.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	<p>This position serves as the administrator of the Plant Protection and Weed Control Program. The following statutes are currently assigned to this section: (1) Kansas Plant Pest and Agriculture Commodity Certification Act (KSA 2-2112 et. seq.); (2) Kansas Black Stem Rust Law (KSA 2-712 et. seq.); (3) Kansas Noxious Weed Law (KSA 2-1312 et. seq.); and (4) Kansas Tree and Shrub Law (KSA 12-3201 et. seq.).</p> <p>The position serves as the state's chief plant pest regulatory official with full responsibility for performance of statutorily required activities to protect the state's natural and cultivated plant resources from plant pests. The incumbent also acts as the Kansas Noxious Weed Law administrator with primary responsibility for operation with the federal government, other states and local units of government.</p> <p>In addition to state laws, the incumbent is responsible for ensuring activities defined in Memoranda of Understanding and/or cooperative agreements with the United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine are performed. The incumbent is also responsible for administering plant protection/pest prevention agreements established with other states and/or local units of government. Cooperation with other governmental agencies and entities on Homeland Security planning and issues is also required.</p>
45%	<p>1. <u>Administration.</u> The incumbent is responsible for developing program budget, goals, and objectives to ensure statutorily assigned duties are completed in an effective and efficient manner. The incumbent is responsible for preparing the Plant Protection and Weed Control Section budget and submitting it to the Deputy Secretary for review and approval. Expenditures from the approved budget are managed through reports designed to protect Kansas from dangerous plant pests, including those of homeland security significance, and facilitate the export of Kansas produced commodities. These include various commodity inspection, pest detection, and regulatory control programs, such as biological control. The incumbent is responsible for the development, implementation and management of advanced technology, such as computer systems, geographical information systems, and advanced pest identification techniques, into program operations as resources allow.</p>
20%	<p>2. <u>Enforcement.</u> The incumbent is responsible for initiating enforcement and regulatory actions when necessary. Enforcement action is initiated when violations of assigned laws have been identified and investigated. This is performed in concert with the Office of the Secretary and agency legal staff. Regulatory actions, such as quarantines and eradication programs, are implemented to limit the spread of dangerous insects, plant diseases, or weeds. The incumbent is responsible for the development and implementation of appropriate regulations for assigned statutes.</p>
25%	<p>3. <u>Supervision.</u> The incumbent is responsible for direct guidance and supervision of section professional technical, supervisory, and clerical staff. The position is also responsible for identifying staff training needs and assisting staff in maintaining and enhancing skill levels.</p>
5%	<p>4. <u>Agency Representation.</u> The incumbent is responsible for establishing and maintaining cooperative relationships and professional liaison with USDA, the Kansas Cooperative Extension Service, other state and federal agencies, and appropriate industry organizations. The incumbent represents the state in the National and Central Plant Boards and provides the technical, administrative, and consultative interface with those organizations.</p>
5%	<p>5. <u>Other Duties.</u> The incumbent may be assigned other tasks as deemed necessary by the secretary or Office of the Secretary. These may include, but are not limited to, representing the department, assisting with development of departmental policies, and coordination of departmental activities</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ☐ () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - ☐ () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - ☒ (X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Environmental Scientist II; Plant Pathologist	K0074846
Environmental Scientist II; Survey Entomologist	K0043663
Environmental Scientist II; State Weed Specialist	K0053130
Environmental Scientist II; Export Specialist	K0076381
Environmental Scientist II; CAPS Coordinator	K0214237
Environmental Scientist II; Area Specialist (NW)	K0131848
Environmental Scientist II; Area Specialist (SC)	K0072925
Environmental Scientist II; Area Specialist (NE)	K0047970
Environmental Scientist II; Area Specialist (SW)	K0062183
Environmental Scientist II; Area Specialist (EC)	K0059897
Senior Administrative Assistant	K0055135

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ () Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ (X) Major program failure, major property loss, or serious injury or incapacitation.
- ☐ () Loss of life, disruption of operations of a major agency.

Please give examples.

This position is primarily a decision making one. Decisions can have a major impact on the state's cultivated and natural plant resources and their products. Improper decisions can result in significant production losses and environmental degradation seriously affecting the state's economy and environment.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact with employees, industry, state and federal officials, and the public is made daily. The incumbent must be knowledgeable in all aspects of plant pest regulatory principals and practices as well as a diverse variety of pest control, environmental, industry, homeland security, and plant health concerns.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The incumbent is exposed to a standard office environment and its associated risks and hazards. Occasional travel and field work exposes the incumbent to the risks associated with these activities.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

The following are used on a daily basis: computer and associated peripherals, communications equipment (i.e. telephone, fax machine), and calculator. Plant pest identification equipment (microscopes, mounting media, etc.) are used on occasion.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

A Bachelor of Science degree in the biological sciences and four years experience in the study and resolution of biological or environmental problems is necessary. One year of supervisory experience is also necessary. A degree in entomology, plant pathology, horticulture, or weed science would be preferred.

Education or Training - Special or professional

A Master of Science degree in the biological sciences, especially in the disciplines of entomology, plant pathology, horticulture, or weed science is preferred. Training or experience in the plant pest regulatory programs would be especially useful. Training in supervisory skills would also be useful.

License, certificates and registrations

The incumbent must be able to obtain federal certification to issue federal phytosanitary certificates.

Special knowledge, skills and abilities

Knowledge of or experience in plant pest control measures including regulatory, chemical, biological, and cultural measures would be useful.

Experience - Length in years and kind

Four years of professional experience in the resolution of biological or environmental problems and one year of supervisory experience is necessary.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date
